

*Please Post Where Employees Can Read It Easily*

## **OFFICIAL NOTICE**

# **San Francisco Paid Sick Leave**

*Effective February 5, 2007*

Pursuant to the San Francisco Paid Sick Leave Ordinance, Chapter 12W of the San Francisco Administrative Code, **all employers must provide paid sick leave to each employee (including temporary and part-time employees) who performs work in San Francisco.** Paid sick leave shall begin to accrue as of February 5, 2007 for employees working for an employer on or before February 5, 2007. For employees hired by an employer after February 5, 2007, paid sick leave shall begin to accrue 90 days after the commencement of employment.

For every 30 hours worked, an employee shall accrue one hour of paid sick leave. There is a cap of 40 hours of accrued paid sick leave for employees of employers for which fewer than 10 persons (including full-time, part-time, and temporary employees) work for compensation during a given week. For employees of other employers, there is a cap of 72 hours of accrued paid sick leave. An employee's accrued paid sick leave carries over from year to year. Employees are entitled to paid sick leave for their own medical care and also to aid or care for a family member or designated person.

Under the Ordinance, employees who assert their rights to receive paid sick leave are protected from retaliation. The City can investigate possible violations, shall have access to employer records, and can enforce the paid sick leave requirements by ordering reinstatement of employees, payment of paid sick leave unlawfully withheld, and penalties.

If you should have any questions or require additional information, please contact your employer or the Office Labor Standards Enforcement (OLSE) at (415) 554-6271 or email us at [PSL@sfgov.org](mailto:PSL@sfgov.org).